

## **VACANCY ANNOUNCEMENT**

### **PROCUREMENT SPECIALIST I**

**U.S. Courts Classification Level: 25**

**(\$37,941 - \$61,709, depending on qualifications)**

**Announcement No. 10-02**

**Application Closing Date: March 5, 2010**

**Projected Start Date: May 10, 2010 (Approximately)**

**This position is for a one year and one day term with benefits  
and the possibility of becoming a permanent position.**

### **Overview of Position**

This is a full-time position located in the Bankruptcy Court Clerk's Office. The incumbent will perform and coordinate administrative, technical, and professional work related to ensuring that court units are supplied with the materials, equipment, and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies and approved internal controls. The incumbent will assist in purchasing supplies, equipment, and furnishing.

### **The successful candidate must have the following**

Substantial knowledge of procurement and property management procedures, guidelines, policies, practices, and protocols used with the court unit. Knowledge of general government procurement policies and procedures. Knowledge of the court unit's needs and usage of supplies, equipment, and services. Knowledge of financial systems and protocols needed to maintain purchase order information and invoice payment processing. Skill in preparing requests for qualifications/proposal/quotation documents. Skill in completing various forms used in the procurement process and maintaining related records. Ability to interpret and implement federal judiciary guidelines and policies regarding purchasing. Ability to obtain Contracting Officer Contracting Program certification. Ability to communicate with a wide variety of individuals.

### **Conditions of Employment**

As a condition of employment, the selected candidate will be subject to a background check.

### **Information for Applicants**

Interested qualified applicants are asked to submit one PDF document that contains the cover letter, résumé, and a list of three professional references (with contact information) by sending an email to [applications@tnmb.uscourts.gov](mailto:applications@tnmb.uscourts.gov) with the subject line Procurement Specialist I, no later than 5:00 p.m. on March 5, 2010.

Unsuccessful applicants will be notified by mail. Interviews will be scheduled by phone. **Do not contact the court to inquire about the status of any application or the reason for rejection.**

**An Equal Opportunity Employer**